

ADMINISTRATIVE
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OCS-089-73

17 JAN 1973

MEMORANDUM FOR: Director of Logistics

SUBJECT : OCS Checklist of Computer Center Facility
Items for Discussion With OL

In accordance with your suggestion, I have attached a checklist of modifications and actions for the OCS Computer Center which we feel are appropriate for review and discussion. I would expect to gain from these discussions general agreement on those items which need attention in order to reduce operational hazards and improve the overall computer facility.


(s) JOHN D. IAMS
Director of Computer Services

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Attachment: a/s

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CHECKLIST OF COMPUTER CENTER FACILITY

ITEMS FOR DISCUSSION WITH OL

I. In The Computer Center - GC 03

- A. Mount fire extinguishers on hand.
- B. Install additional emergency power lights.
- C. Remove old temperature and humidity controls.
- ✓ D. Construct closet area for janitorial supplies and equipment.
- E. Construct shields or conduits for cables leading from electrical panels.

✓ (Note: The five items above are included on Work Order 73-0936)

- F. Repair openings in exterior walls to preserve fire rating.
- ? G. Install "tack type" rugs at entrances.
- H. Repair electrical wiring above the 360/65-1 computer.
- I. Repair the alarm on the cooling system for 360/195 computer.
- J. Install smoke sensors in the ceiling in addition to or in place of the heat sensors.
- K. Replace present ceiling tile with non-flaking, dust-proof type. *Vinyl covered tile*
- L. Replace temporary wiring to telephone recorder with permanent wiring.
- M. Construct storage facility for burn bags. - *how many, what security?*
- N. Replace missing ceiling tiles in tape vault. - *sec K, is dust a problem here*
- O. Complete installation of false floor and grills around outer edges of room. .
- P. Investigate feasibility of chemical or fog type fire extinguishing system to replace sprinkler system in the tape library.
- David Q. Install central monitoring/control panel for such items as power, air conditioning, humidity, water sensing, time display system, heat sensing, water supply.

II. In Electrical Power Sub-Station, Motor Generator and Chilled Water Areas

- A. Replace temporary wiring with permanent wiring.
- B. Remove excess equipment and stored materials.
- C. Install adequate lighting for normal and emergency conditions.

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- David.
- D. Change locks and doors as necessary for physical security and controlled access.
 - E. Develop, coordinate, test and publish appropriate procedures for maintenance personnel, emergency personnel, and computer center personnel so that all actions affecting power or air conditioning are properly coordinated during normal or emergency maintenance.

III. Special Maintenance Support

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Schedules should be set up so that periodic maintenance and inspection of power, air conditioning, alarms, controls and similar equipment are carried out on schedule and in accordance with tested procedures.

IV. Space For Equipment, Supplies and Contractor Maintenance Activities

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- A. The recent allocation of space in BC-11 and BF-14 for the storage of computer equipment, cables and a few supplies has been helpful. Some work remains to prepare this space for OCS use.
 - B. Space is needed to provide contractors such as [] and [] with a working area for personnel, spare parts, and equipment maintenance activities. The level of activity by such companies is not as large as for [] which already has a maintenance area) but a modest area of several hundred square feet is needed now. *— establish space requirements.*
 - C. There is a continuing belief that something should be done to provide a common supply area for the several computer centers in the headquarters building.

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